



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 5100.14A
BUMED-M09B1

JUL 13 2015

BUMED INSTRUCTION 5100.14A

From: Chief, Bureau of Medicine and Surgery

Subj: OCCUPATIONAL HEALTH AND SAFETY PROGRAM

Ref: (a) DoD Instruction 6055.01 of 14 October 2014
(b) SECNAVINST 5100.10K
(c) OPNAVINST 5100.23G
(d) CNICINST 5100.3A
(e) BUMEDINST 5100.13E

Encl: (1) Safety Reporting Structure
(2) Motorcycle Rider Requirements
(3) Accident Reporting Requirements

1. Purpose. To establish basic responsibilities and procedures for Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) Occupational Health and Safety (OHS) Programs. The overarching goal of this policy is to provide a seamless, well-coordinated framework to standardizing business practices for BUMED HQ and supporting detachments. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 5100.14.

3. Scope. This policy applies to BUMED HQ proper, supporting detachments, military and civilian personnel assigned to or employed by BUMED HQ. Accidents and injuries must be investigated and reported as required by references (a) through (e), and as required by enclosures (1) through (3). Directorates and supervisors must ensure personnel under their cognizance are aware of and adhere to the requirements of this instruction.

4. Background. This instruction details minimum standards, responsibilities and procedures to assist in the management of BUMED HQ OHS programs. It integrates safety-related information and requirements into all operations, facilities, and equipment. The safety program is designed to safeguard all personnel from injury or health hazards and property damage. The following basic precepts are established:

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- a. Safety is an inherent responsibility of the command.
- b. Work methods and operating procedures must be designed so personnel will not be unnecessarily exposed to injuries or health hazards.
- c. Safety devices are to be provided for personal protection and protective equipment is to be worn by personnel performing hazardous work.
- d. All personnel must be instructed in and required to observe safety rules.
- e. All work-related injuries or illnesses, however minor, must be reported, and treatment obtained without delay.

5. Responsibilities

- a. Chief of Staff (COS)
 - (1) Establish policy that governs BUMED HQ OHS Program.
 - (2) Appoint a command Safety Officer.
 - (3) Establish a command Safety Committee.
- b. Safety Officer
 - (1) Plans, directs, and administers BUMED HQ OHS Program.
 - (2) Acts in an advisory capacity on safety matters to the COS and all levels of supervision.
 - (3) Develops and distributes safety policies and directives based on local needs and at all locations where BUMED HQ staff are located.
 - (4) Organizes, conducts, and documents safety inspections, surveys, and audits of all operations and conditions.
 - (5) Identifies unsafe conditions and deficiencies in operations, facilities, and equipment and initiate actions for correction of identified workplace hazards.
 - (6) Provides general fire and safety training during indoctrination for new employees.

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(7) Analyzes reports of occupational injuries or illness, property damage, and vehicle accidents.

(8) Assist, coordinates, and conducts safety related educational programs.

(9) Ensure Enterprise Safety Application Management System (ESAMS) is used to record safety actions such as, but not limited to training, inspections, mishap reporting, medical surveillance and any required follow-up, as documented in reference (b).

c. Facility Manager

(1) Ensure that abatements related to facilities are prioritized and expedited.

(2) Coordinate with facilities managers at installations and agencies where BUMED HQ staff-members are located.

d. Directorates, Managers, and Supervisors

(1) Ensure all personnel understand and comply with applicable Safety policy.

(2) Report safety concerns to the Safety Officer.

(3) Provide a safe work environment.

(4) Ensure that area specific fire and safety training is provided to all personnel under their responsibility.

(5) Notify the safety officer of all occupational injuries and illnesses.

(6) Ensure ESAMS is implemented and used to record safety actions throughout the command.

(7) ESAMS will accommodate safety programs components such as, but not limited to, training, workplace inspections, job hazard analyses, employee reports of unsafe or unhealthful working conditions, hazard abatement, mishap investigation, reporting, recordkeeping, and medical surveillance.

e. Individual Responsibilities. Read and comply with all notices, instructions and procedures. Strong support and adherence to Safety Programs should reflect in personnel evaluations and prevent accidents, injuries, and occupational illnesses.

6. Safety Program Organization

a. BUMED HQ OHS program is organized and staffed to manage and implement an effective Safety program. The Safety Officer is organizationally placed under the Director for Administration (DFA) who has immediate access to the COS for the OHS program. As depicted in enclosure (1), the Executive Assistants (EA) for each directorate will serve as the safety supervisor for all staff members within their directorates. Each EA will be the conduit between the directorates and the safety officer. Each directorate has the authority to appoint supervisors within their down line. It is the responsibility of the EAs to maintain all administrative function within ESAMS for their staff members.

b. BUMED HQ Safety Office will coordinate with agencies and installations where BUMED HQ detachments are located to ensure that BUMED HQ detachments are receiving OHS support. Directorates will assist in managing staff members located at these mentioned detachments.

7. Functions of BUMED HQ OHS Office

- a. Plan, direct, and administer the activity safety program.
- b. Organize and conduct safety inspections and document and initiate corrective action on deficiencies.
- c. Conduct investigation of mishaps.
- d. Conduct and coordinated safety training.
- e. Coordinate Safety aspects of hazardous, unhealthful working conditions, and management.
- f. Conduct or coordinate other program elements as required or needed.

8. Safety Training

a. Adherence to safety practices and procedures cannot be assured unless there is detailed information provided to identify job-related hazards and a practical understanding of how to control them. To attain this type and level of knowledge, a well-developed and coordinated training effort keyed to all levels and types of personnel is required. BUMED HQ safety training programs,

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developed under this program, will be designed in a manner which will instruct individual military and civilian personnel to perform their work in safe and healthful manner.

b. Directors shall coordinate with the safety officer to identify task and use ESAMS to record which tasks are required for the appropriate safety training for assigned personnel.

c. All military personnel under the age of 26 must receive 4 hours of traffic safety training within 12 months of entering the Naval Service. Additionally, all military personnel under age 26 must receive 2 hours of annual refresher traffic safety training.

d. An E-Learning Driving for Life (DFL) course is available through the Navy Knowledge Online (NKO) portal. This training option requires online computer access to complete. Access to the DFL course requires CAC-card, login to NKO at www.nko.navy.mil. After logging into the NKO Web site, click on the "Launch Navy E-Learning" button under the "Get Started" menu. Click on the "Advanced Search" button under the "Content" menu. Type in "Driving for Life" in the course title box and click on the "Search" button. Click on the "Driving for Life" link under the "Advanced Search" menu, and follow the on-screen instructions to enroll in the course.

e. The American Automobile Association - Driver Improvement Program (AAA-DIP) is an 8 hour training program that can be adjusted to a 6 or 4 hour curriculum. A list of currently approved and available driver improvement training courses can be found on the NAVSAFECEN Web site.

f. All military and DoD civilian personnel who operate a Government Motor Vehicle (GMV) as their primary duty, or who operate a GMV more than 8 hours a week as part of their incidental duties will attend an OPNAV N09F/COMNAVSAFECEN-approved 8 hour course of driver improvement instruction at no cost to the individual prior to assignment.

g. All military and DoD civilian personnel convicted of a serious moving traffic violation, or who were at fault in a traffic mishap while operating a GMV, shall attend an OPNAV N09F/COMNAVSAFECEN approved driver improvement training course.

9. Safety Program

a. Safety Inspection, Surveys, and Correction of Deficiency Program. The safety officer must schedule and conduct inspections

and surveys of the workplace to determine unsafe conditions and evaluate reports received from personnel. Through these scheduled surveys and inspections, appropriate actions must be taken to eliminate or diminish all conditions found to be unsafe or unhealthful. Through notices, safety meeting and activities or actions of Safety committees, personnel must be kept informed of alternative protective measures.

b. Inspections and Surveys. Must be conducted in a manner to preclude unreasonable disruption of operations and usually are conducted without prior notice to obtain meaningful assessment of actual operation conditions and practices. In all cases of inspections or surveys, a civilian representative and members of the activity safety committee must be afforded the opportunity to accompany the inspectors to encourage an exchange of information on existing or potential hazards. However, the inspectors may deny the right to accompaniment to any person whose participating interferes with fair and orderly inspections. During the course of inspections or surveys, the inspectors must consult with personnel on matters affecting their safety and health and offer them the opportunity to identify unsafe or unhealthy working conditions. At the conclusion of an inspection or survey, the inspectors must debrief the workplace supervisor or other representative.

c. Responsibilities

(1) Supervisors. All supervisors must ensure daily inspections are made of their areas of responsibility, including conditions, and operations over which the supervisor has cognizance. Immediate action must be taken to correct unsafe conditions or practices with may contribute to an accident. Supervisors must also post notices warning personnel of unsafe or unhealthful conditions which may exist until the condition has been corrected.

(2) Safety Officer

(a) Safety officer shall arrange formal inspections and survey of all BUMED HQ and supporting detachments on an annual basis. When an inspection or survey is conducted by a person or persons not assigned to BUMED, the inspector must provide a written report of the inspection or survey to the head of the supporting detachments. The report must contain references to safety standards that have been violated, unsafe work practices, any management deficiencies observed, and recommendations on corrective action. Formal inspection report will be documented in ESAMS.

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(b) Conducts follow-up inspections and investigations, as appropriate, on all deficiencies and violations revealed through inspections, surveys, and employee reports to ensure corrective measures have been initiated.

10. Report of unsafe or unhealthful condition

a. Introduction

(1) The prevention of accidents, injuries, and occupational illnesses is the primary objective of the BUMED HQ safety program. Detection of unsafe or unhealthful working conditions at the earliest possible time and reduce all related hazards at the lowest possible level are essential elements in meeting the objective. Implementation of the provisions below will provide the means to achieve this end.

(2) BUMED personnel are encouraged to report unsafe or unhealthful working conditions. Follow specific procedures outlined in enclosure (3). Reports unsafe or unhealthful conditions may pertain to such items as housekeeping, electrical appliances, aisles, working conditions, environmental hazards or any other conditions the employee feels are hazardous to personnel and property.

(3) The safety officer must conduct follow-up inspections and investigations, as appropriate, on all deficiencies and violations revealed via inspections, surveys, and personnel reports to ensure corrective measures have been initiated.

(4) Reports of unsafe or unhealthful conditions may be made without fear of reprisal or other punitive action.

b. Procedures

(1) All personnel should report the hazard and location of the hazard or unsafe activity to the Safety officer or their supervisor who will:

(a) Initiate appropriate corrective action, including notifying the safety officer.

(b) Within 5 working days after notification, the supervisor must advise the Safety Officer, in writing, via the supervisor of what action has been taken.

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(c) Make the appropriate comments if the reported item is not within their scope of responsibility or authority for correction.

(2) Supervisors must take appropriate corrective action or make comments, as applicable, and forward them to the safety officer.

(3) The Safety officer, upon receipt of the report of action taken, must conduct investigations and follow-up inspections, as appropriate; to ensure applicable corrective measures have been taken. Within five working days thereafter, the safety officer must provide a written interim response to the report. If a complete response is not possible, an interim report must be given advising the originator whether the condition has been determined hazardous or unhealthful working conditions and action expected or taken. When an inspection or survey is conducted by a person not assigned to the activity, the inspector must provide a written report of the inspection or survey to the head of the activity. The report must contain references to Safety standards which have been violated, unsafe work practices, any management deficiencies observed, and recommendations on corrective action.

c. Appeals process

(1) If the originator of the report of an unsafe or unhealthful working condition is not satisfied with the written response, even after discussion with the safety officer, they may send an appeal to the DFA then to higher reviewing authorities if still not satisfied.

(2) Each appeal must be in writing and signed by the originator of the report, unless anonymity is desired and sent to higher reviewing authorities.

(3) When anonymity is desired, the safety manager will send the appeal on behalf of the originator.

(4) The first appeal, and any later appeals on the same matter, can be sent reviewing authorities' within the chain of command.

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11. Mishap Investigation and Reporting

a. Background. The procedures for investigating accidents and reporting injuries applies to both civilian and military personnel assigned to BUMED HQ and supporting detachments.

(1) Information concerning mishap investigation and reporting can be found in reference (a) in connection with occupational injuries, illnesses, and fatalities. BUMED HQ will conduct a thorough and timely mishap investigation program and use ESAMS for appropriate recordkeeping in accordance with reference (d) this applies to:

(a) Mishaps involving military and civilian personnel on and off-duty.

(b) Accidents involving government motor vehicles.

(2) All accidents, major or minor, will be investigated promptly and thoroughly to determine casual factors, thereby preventing recurrence. The investigation must be handled as a search for facts. The extent of the investigation is determined by the severity or significance of the mishap. It is the responsibility of the safety officer to ensure all mishaps are properly investigated and to review all investigation reports.

(3) Recordable Mishap an on-duty occupational injury or illness that meets the definition in this instruction of, lost-time case, first aid case. Mishaps that occur traveling to and from work, (before and after work hours) when on government installation is recordable but no reportable.

(4) Reportable mishaps the criteria should be considered all-inclusive; if there is a "lesson to be learned," whether or not it meets the criteria, then a report should be submitted in ESAMS. The following additional reports are completed by the safety officer when: An injury sustained by a civilian resulted in a disability causing the employee to miss work for full shifts, or prevents a military person from performing regularly established duty or work for a period of 120 hours or more, subsequent to 2400 on the day of the injury or onset of illness; when a mishap to either military or civilian results in loss of function of any to either military or civilian results in loss of function of any part of the body or is a possible charge against BUMED in case of motor vehicle accidents, if damage to a vehicle is \$10,000 or more.

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NOTE: The number of days lost from work does not include the day of the injury, onset of illness, or days with the person was not scheduled to work; e.g., Saturdays, Sundays, or holidays.

b. Report of Motor Vehicle Mishaps

(1) Government Motor Vehicle Mishaps. Incident should be reported in ESAMS. This report is used when a mishap involving the operation of a Department of Defense (DoD) motor vehicle is involved in collisions with other vehicles, pedestrians, or bicyclist; when struck by a motor vehicles or other objects; personal injury or property damage due to cargo shifting in moving vehicle; personal injury in moving vehicles or by falling from moving vehicles; towing or pushing mishaps; another injury or property damage when there is one or more of the following:

(a) At least \$2,000 property damage.

(b) A fatality or lost-time case.

(c) A fatality or injury requiring treatment greater than first aid to non-DoD personnel.

(2) Private Motor Vehicle Mishap. A traffic mishap regardless of the identity of the operator, which does not involve a government motor vehicle but results in a fatality or lost-time injury to military personnel, or to on-duty DoD civilian personnel, \$2,000 damage to DoD property. If reporting requirements are met, include collisions involving pedestrians or bicyclists when struck by a motor vehicle or any other object.

(3) Special Cases. Report any mishap causing injury or death to any other person not otherwise defined which occurs on a military installation or as a result of DoD operations.

c. Report of material damage. For damages, including incidental damage to structures, machinery, equipment and for material which costs \$10,000 or more for replacement or repairs, the safety officer will prepare material and property damage reports which must be submitted through ESAMS (enclosure 1). Report all motor vehicle mishaps involving military or civilian employees to the safety officer by completing and submitting a copy of the operator's report of a Motor Vehicle Accident.

(1) The reviewer is the Safety Manger and Safety specialist. The immediate supervisor is responsible for providing

information concerning the mishap and corroborating the report. Actions required as a result of this review are also the responsibility of the supervisor. With this team, any all aspects of a given mishap can be examined including unsafe work habits and practices, poorly trained supervisor and members undocumented hazards and personnel problems disguised as mishaps.

(2) Finding generated by the review process will lead to improved work processes, improved internal operation procedures, increased hazard awareness, and successfully controvert questionable claims. The net result of this program will hopefully focus attention on the prevention of lost-time mishaps and be instrumental in the overall improvement of the Safety Program.

12. Ergonomics Program

a. Background. Because of the increasing number of health disorders associated with biomechanical stress, BUMED HQ has established a workplace Ergonomics Program to prevent injuries and illnesses by applying ergonomic principles to identify, evaluate and control ergonomics hazards, reference (a).

b. Purpose. The aim of the Ergonomic Program is the evaluation and design of facilities, environments, jobs, training methods, and equipment to match the capabilities of employees, thereby reducing the potential for fatigue, error, or unsafe acts. Workstations should be easily adjustable to accommodate approximately 90 percent of the people who perform on a specific job, not just the average worker.

c. Scope. The Ergonomics' program applies to all BUMED HQ assigned personnel:

- (1) Management commitment and employee involvement.
- (2) Worksite analysis to identify ergonomic hazards.
- (3) Hazard prevention and control.
- (4) Medical Case Management.
- (5) Training and Education.

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d. Responsibilities. Safety Officer:

(a) Has overall control of the ergonomics program who will ensure the annual analysis of injury and illness experiences, and identifications of ergonomic hazards.

(b) Establishes appropriate worker and supervisor training programs on ergonomics and back injury prevention.

e. Ergonomic Evaluation

(1) Evaluate workstations, work methods, investigate all ergonomic related injuries and illnesses, and recommend solutions to resolved or eliminate hazards. The team must ensure that personnel are not exposed to the same ergonomic stressors when they return to work from injury or illness. Evaluate "light-duty" and return-to-work workstations to ensure the healing process is not hindered by ergonomic stressors.

(2) When deem necessary (high incidence of ergonomic related disorders), the committee will target specific workstations for in-depth, worksite analysis and employee training. Submit recommendations for engineering studies, furnishing, tools, etc., to management.

f. Directorates

(1) Comply with Safety standards and guidance contained in this program.

(2) Disseminate information provided herein.

(3) Ensure corrective action is immediately taken to prevent unnecessary exposure to hazards.

(4) Budget for needed upgrading of furnishings and workstations to make them "ergonomically" correct.

g. Supervisors

(1) Enforce the rules of safe work practices.

(2) Monitor work practices to identify possible ergonomic stressors to personnel.

(3) Seek safety officer support for evaluation and analysis of workstations or practices to eliminate ergonomic hazards.

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(4) Ensure personnel receive appropriate training and medical surveillance.

h. Personnel

(1) Must recognize and immediately report systems of ergonomic stress or injury.

(2) Properly use and care for furnishings, tools and personal protective equipment, i.e., back supports provided to reduce ergonomic stress.

13. Information Technology. The ESAMS is the standard data management system to record and monitor and measure safety programs and shall be the safety throughout BUMED HQ and detachments. It is web-based risk management information systems that facilitates multi-level program management and provides aggregate reporting, tracking, and trending of electronic data. ESAMS provides a mechanism for management to ensure compliance with policies.

14. BUMED HQ Safety Council

a. BUMED HQ is required to form a Safety Council per reference (d). The council will set goals, manage assets, review safety-related recommendations, and keep records of their meetings.

b. The council is required to meet quarterly.

c. Assistant Deputy chief's (ADC's) will make up the body and are permanent members of the council. The council will review command plans, policies, procedures, conditions and instructions to ensure correctness and accuracy of the OHS program. Membership may also include the EA's and other Ad-Hoc members.

d. Minutes from the meeting shall be routed for endorsement, comment, and action to all levels of the command. The Safety Council shall ensure the minutes are published and disseminated in BUMED HQ plan of the week and ESAMS.

e. The safety officer shall ensure detachments not co-located with BUMED HQ are represented in the Safety Council.

15. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

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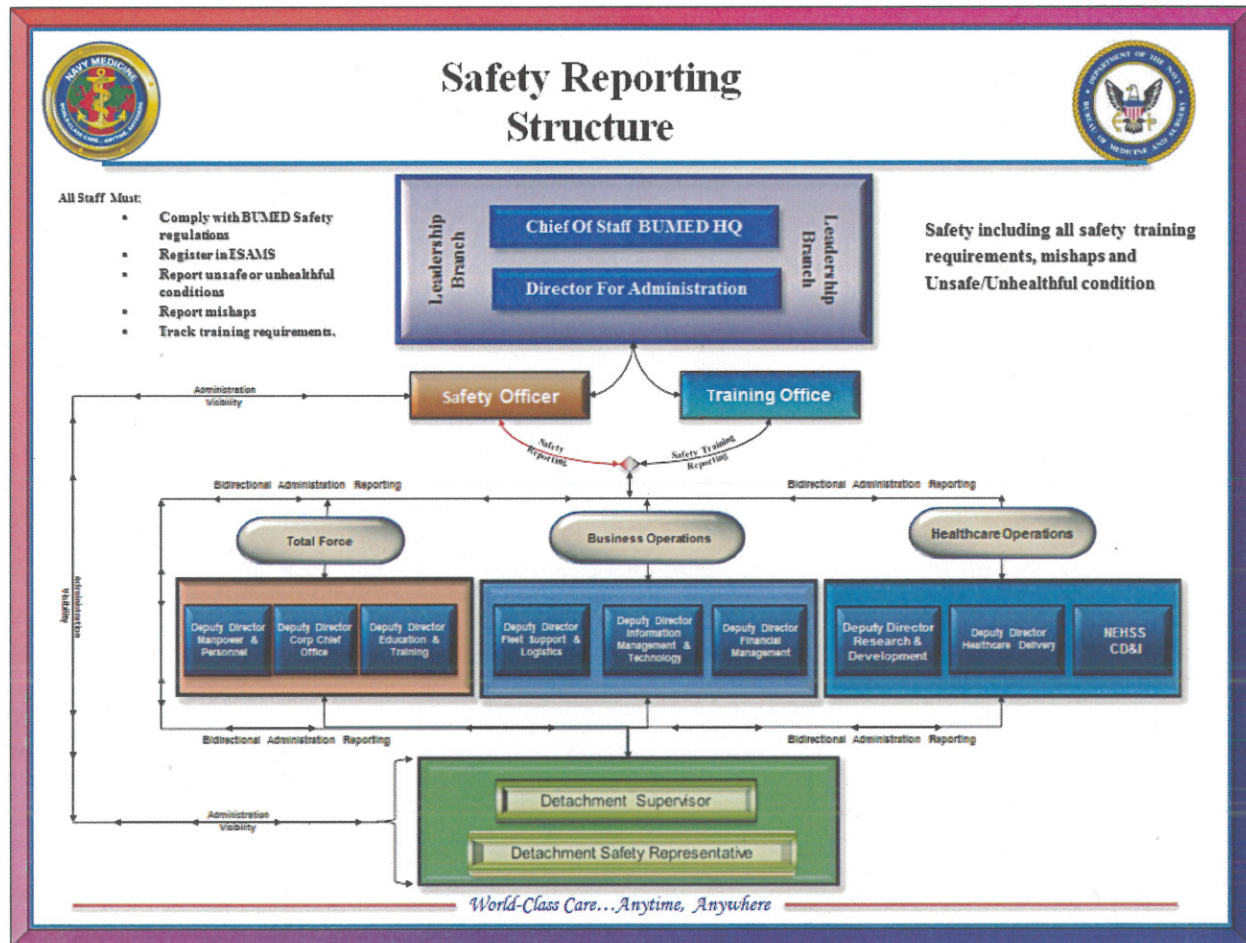
16. Report. The reporting requirements contained in this instruction are exempt from reports control per SECNAV M-5314.1 of Dec 2005, Part IV, paragraph 7k.



P. B. COE

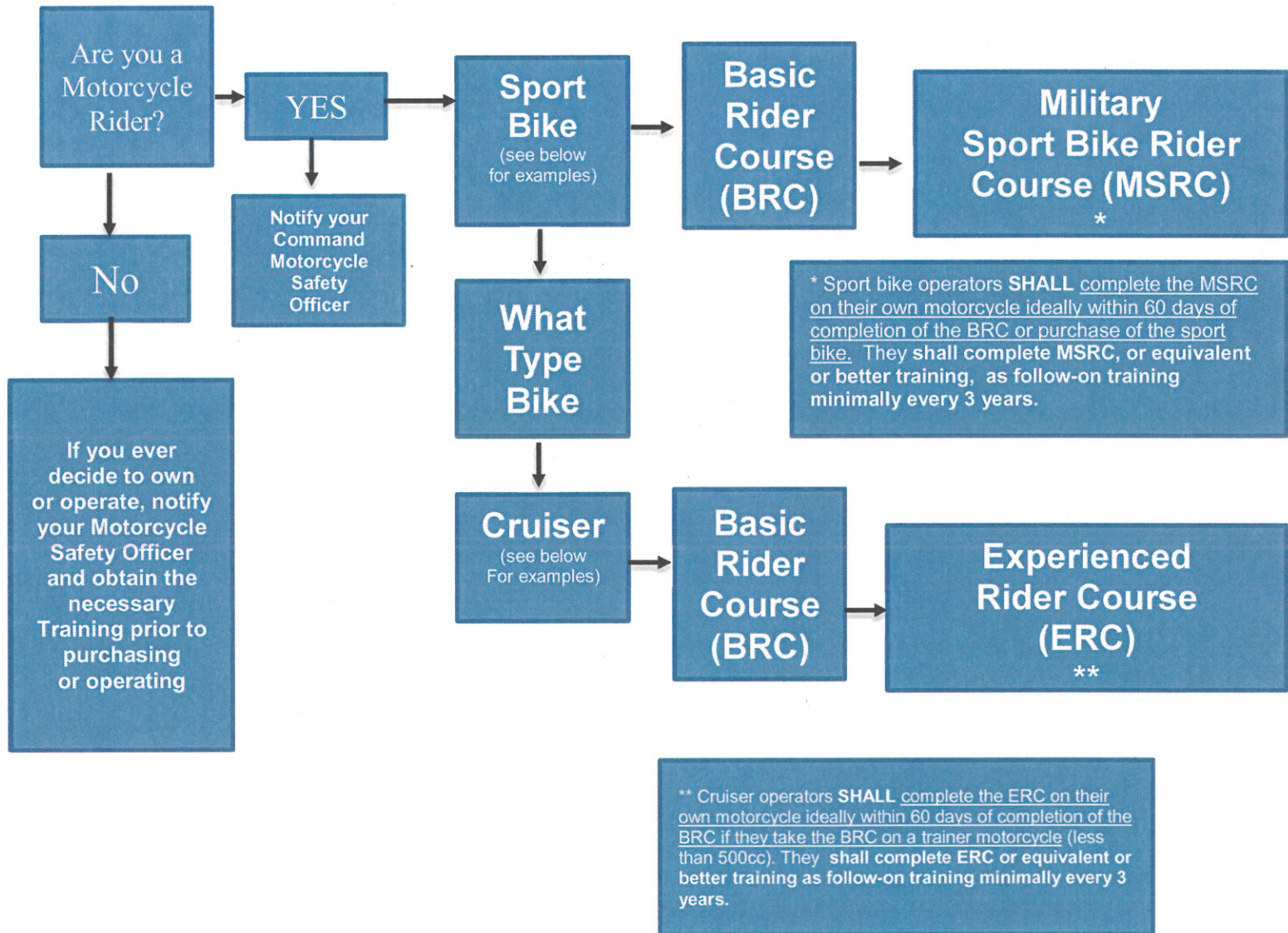
Chief of Staff

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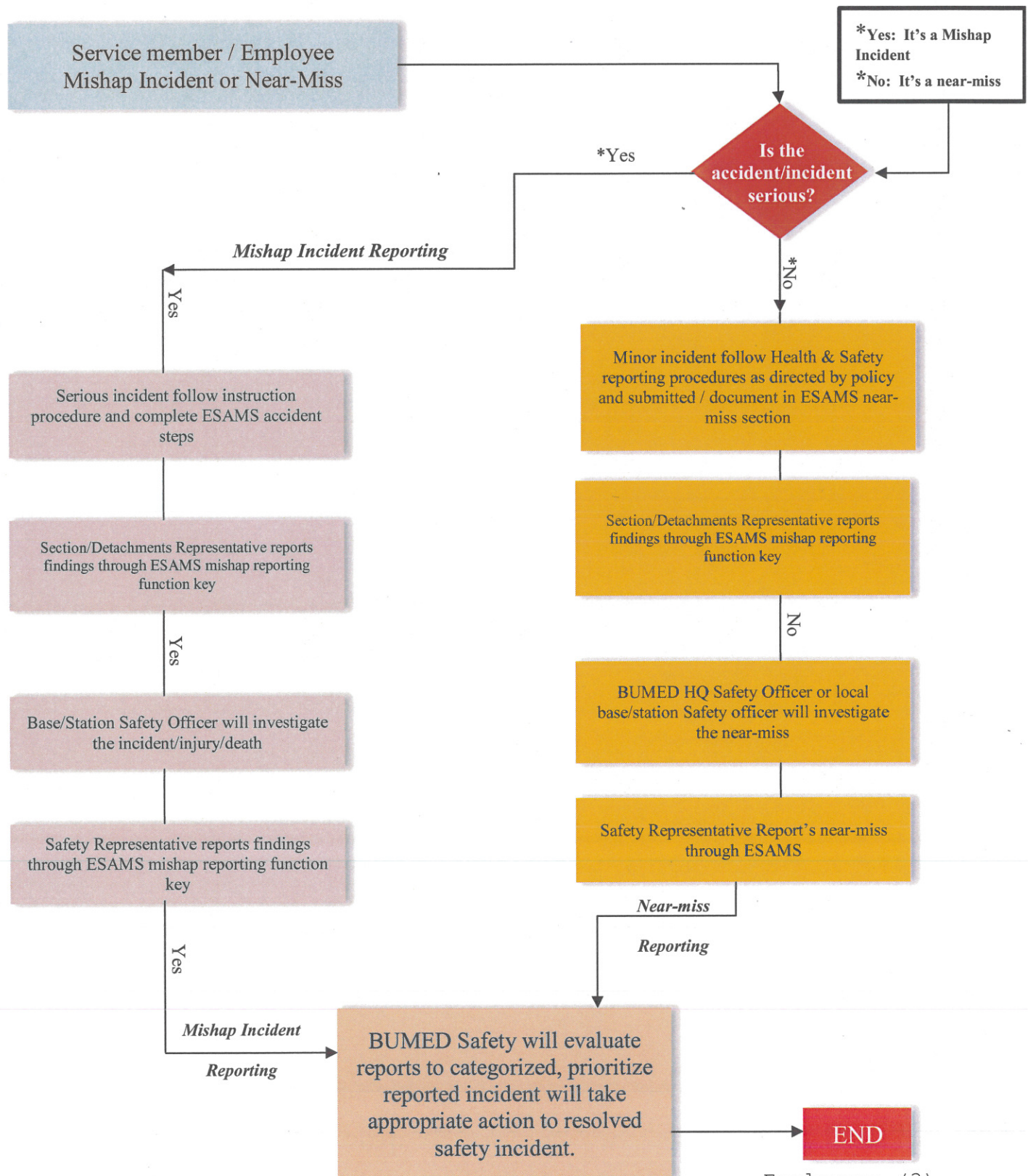
Motorcycle Rider Requirements



SPORT BIKE = Sport, Sport Touring, Super Sport, Sport Unclad, Dual-Sport, Enduro (overall, rider generally in a forward leaning position and feet aft of center of gravity; or bike with high center of gravity (i.e., Enduro))

CRUISER = Cruiser (i.e., Harley), Touring (i.e., Goldwing), Standard, Scooter (if designed for on-road use and state requires registration and/or operator to obtain specific license endorsement to operate

Accident Reporting Requirements



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